



TENDER

FOR

**HIRING OF SPACE
FOR
OFFICE PURPOSE**

AT

**NSIC TECHNICAL SERVICES CENTRE
OKHLA, NEW DELHI**

NSIC-TECHNICAL SERVICE CENTRE
(A Government of India Enterprises)
OKHLA INDUSTRIAL ESTATE, NEW DELHI-110 020

Ref No. NTSC/O/

Date:-_____

M/s. _____

Subject:- Tender Notice for hiring of covered space for Office purpose at NSIC-
Technical Services Centre . Okhla, New Delhi-20

Tender Document in respect of the above containing 9 Nos. of pages is forwarded herewith. Please note that tender is to be delivered in the office of the General Manager, NSIC -Technical Services centre, Okhla Industrial Estate ,New Delhi-110 020 up to 08.09.2008 (3.00 PM)

The tender should be signed, dated and witnessed in all places provided for in the documents, all other papers should be initialed.

The tender should be accompanied by earnest money deposit in the requisite form as mentioned in notice inviting tender. Tender without earnest money deposit shall be summarily rejected. Tender will be opened at 3.30 PM on 08.09.2008.

The person, signing the tender on behalf of another person or on behalf of firm shall attach with the tender a certified copy of power of attorney on a non-judicial stamp paper of requisite value duly executed in his favour by such person or all the partners of the firm and must state specifically that he has authority to sign such tenders for and on behalf of other person or firm as the case may be, and in all matters pertaining to the contract including arbitration clause. Point no. 6 of page 4 may be referred

The letter shall form part of the "AGREEMENT" and must be signed and returned along with tender documents.

Yours Faithfully

(P.K.Biswas)
General Manager

Encl.:-9 pages

SIGNATURE OF THE BIDDER

**TENDER NOTICE FOR HIRING OF COVERED SPACE FOR COMMERCIAL /
OFFICE PURPOSE AT NSIC-TECHNICAL SERVICES CENTRE , OKHLA,
NEW DELHI- 20**

Tender Notice No.

Dated :- _____

Sealed offer from interested parties are hereby invited on behalf of CMD. NSIC Ltd. for hiring of a covered space measuring 3200 sq. ft. (furnished/suitable for office purpose on "As is Where is" basis.

1. Tender document containing terms and conditions and other details will be issued from 25.08.08 to 05.09.08 (up to 5.00 p.m) on working days and on 08.09.08 (up to 12.00 noon) from the address given below on payment of fee of Rs. 500/- (non-refundable) in cash. Offers may be submitted in the same office up to 08.09.08 (3.00 PM). Tender will be opened at 3.30 PM on the same day.
2. While applying for the tender documents the intending tenderer shall furnish the details of their business and the purpose for which space is required.
3. An EMD for the spaces will be as follows: -

S.No.	Space	EMD
1.	3200 sq. ft. (Furnished)	Rs. 30,000/-

The EMD should be in the form of demand draft in favour of NSIC Ltd. - A/c. NTSC payable at New Delhi shall be enclosed with the offer. Offers not accompanied by Earnest Money Deposit in the prescribed form shall summarily be rejected.

4. The tender issuing authority reserves the right to issue or refuse the tender document to any party without assigning any reason thereof
5. NSIC reserves the right to reject all or any offer without assigning any reason whatsoever.
6. Offer should be filled in the prescribed schedule "A" by the tenderer.

SIGNATURE OF THE BIDDER

General Manager
(NTSC-OKHLA)

Terms and conditions

1. The intending tenderers should be, preferably engaged in IT Sector, BPO Sector and IT related work, have satisfactory record and should disclose all relevant particulars regarding the nature of work/business to be carried out in the demised premises, supported by proper license/registration etc.
2. The tender shall be submitted in two separate envelopes super scribing as following

A:- Envelope – I: TECHNICAL BID

Name of the Tender :

Tender No. :

Due date & Timing of Opening:

Address to :- General Manager, NSIC-Technical Services Centre , Okhla Industrial Estate, Phase-III, New Delhi-20

From : Name & Address of the Tenderer

Please furnish the following details:-

- (i) The intending tenderer have satisfactory record and should disclose all relevant particulars regarding the nature of work/business to be carried out in the demised premises , supported by proper license/registration etc
- (ii) The party is to provide Article of Association and last three year audited balance sheet along with the tender.
- (iii) They should also furnish all details of their previous/present occupation of any such premises, either under NSIC or any other State/Central Government establishments, the reason for vacating the same, if vacated, whether there is/are any due/arrears of rents of any forms by them to the NSIC/Central or State Government agencies
- (iv) The intending tenderers should also enclose a copy of their project/proposals to be carried out in the demised premises and the relevant clearance certificates from the various Central/State Government Departments/Agencies.
- (v) The earnest money should be kept in this envelope. This envelope containing earnest money shall be opened first and tenders received without earnest money deposit in the above manner or without earnest money deposit shall not be opened and considered.

B:- Envelope – II: PRICE BID

Name of the Tender :

Tender No. :

Due date & Timing of Opening:

Address to :- General Manager, NSIC-Technical Services Centre , Okhla Industrial Estate, Phase-III, New Delhi-20

From : Name & Address of the Tenderer

Please furnish the following details:-

You are requested to fill the schedule “A” enclosed with the tender form.

Note :- This part shall contain the tender document, total rate of rental offered per month by the tenderer for the space, complete in all respect. It is to be noted that the sealed envelope containing this part shall contain only rate of rental per month and no condition (i.e deviation/assumptions/stipulations/clarification/comments/any other request) whatsoever and the conditional offers will be rejected

3. Non transferable blank tender documents can be obtained, on cash payment of Rs.500.00 from the office of the General Manager, NSIC-TSC, Okhla Industrial Estate, New Delhi-110020 on working days between 10.00 Hrs to 17.00 from 25.08.08 to 05.09.08. The tender shall be sold up to 12.00 noon on 08.09.08.
4. The tenders will be received upto 08.09.08 (3.00 PM) and tenders received up to scheduled date and time will be opened by a committee of NSIC officials at 3.30 p.m. on the same day in the presence of the tenderers who choose to be present. If the date of opening of tender happens to fall on any holiday, the tender shall be received and opened on the next working day. The NSIC will not be responsible for any postal delay. The earnest Money should be deposited in the form of demand draft drawn on a scheduled bank in the favour of “NSIC Ltd.-A/c. NTSC ”, payable at New Delhi. The Earnest Money deposit shall not carry any interest.
5. Tenders should be addressed to the General Manager, NSIC-Technical Services Centre, Okhla Industrial Estate, New Delhi-110020 only by designation. The Tender should be super-scribed with “**Quotation for hiring space “----- Sq. ft.”**”.
6. In the event of tender being submitted by a proprietorship firm, the proprietor has to sign the tender. In case of partnership firm, each partner should sign the tender and in case of company, the tender should be signed by the Director duly authorized under the Board Resolution passed by the company. In the absence of aforesaid persons, it must be signed by a person holding power of attorney to do so.
7. The rates shall be indicated both in figures and words. Corrections, if any, without proper signatures will not be considered. The quoted rates should be excluding taxes, if any, which is to be borne by the successful bidder.
8. The tender shall remain valid for a period of 120 days for acceptance. During the validity period the tenderers shall not be allowed to revise their offer.

9. The successful tenderer shall be required to deposit three months lease rent as security deposit within 10 days from the date of receipt of written communication intimating about the acceptance of their tender, failing which earnest money of the party shall be forfeited. The earnest money deposit of the successful tenderer shall become part of the security deposit. The Security Deposit shall be released to the successful tenderer after the expiry/termination of the lease agreement without any interest. In addition to this the successful tenderer shall be paying three months lease rent as advance.
10. Highest bidder shall be considered subject to fulfillment of other terms and conditions and provided the offered rent is acceptable to the NSIC. If the successful tenderer fails to act upon his/her offer or backs out after his/her tender is accepted the Earnest Money Deposit/Security Deposit paid by him shall automatically stand forfeited. In such case next lower bidder shall be evaluated in merit. Earnest Money Deposit of the unsuccessful tenderer shall be returned after the expiry of the validity period.
11. Selection of the successful tenderer shall only be done when at least three offers are received. If Nos. of offers received remains less than three the date of receiving offers may be extended by the NSIC and/or fresh tender may be invited by NSIC.
12. The present lease shall be valid only for a period of three years with effect from the date of agreement subject to fulfillment of other terms and conditions and on the expiry of lease period the lessee shall vacate the premises without any demur or protest if such lease is not renewed or granted for further period by the lessor. For renewal and/ or fresh lease the lessor shall have full discretion and the lessee shall not make any claim for renewal/further lease as a matter of right.
13. The lessee shall not use the premises for any trade or business prohibited by law.
14. The lessee will during the said term pay the monthly lease rent hereby reserved in advance by the fifth day of every English Calendar month without deducting TDS etc.
15. The lessee shall pay electrical charges, conservancy charges and water charges, telephone charges and any other charges whatsoever levied during the aforesaid period of lease in respect of the premises occupied as and when become due.
16. The lessee shall pay an amount representing three months rent as advance to the lessor, which will be retained by the lessor as deposit. This amount will be refunded by the lessor at the time of vacating the premises or termination of the lease without any interest. Any damage or loss caused to the premises/property will be recovered from the lessee.
17. Lessee shall not during the said term assign, transfer full or part with the possession of the said premises or otherwise by any act or deed cause to be assigned, transformed or the possession parted with to any person or persons whomsoever without the written consent of the lessor.

18. The lessee shall carry out necessary day-to-day maintenance work in respect of Civil & Electrical works. Lessee shall be responsible to maintain the premises in proper condition for proper usage by the lessee. No alternations or additions in the above said premises or any fixtures therein, shall be made by the Lessee without the consent in writing from the lessor.
19. Lessor shall provide free and uninterrupted passage for entry to the leased premises to the tenants, workers and for their vehicles throughout so as to enable the lessee to carry out their activities from 9.00 AM to 6.00 P. M. At any point of time only two commercial vehicles will be allowed inside the premise for loading and unloading of goods of the lessee.
20. The lease rent will be with on escalation of @ 5% per year from second year onward. The lease may be renewed after the period of three years , if mutually agreed by both the parties here to at the option of the lessor. During the currency of lease period, the lease may be terminated by giving 3 months notice by either party to vacate the lease premises and the service of notice shall be presumed complete if the said notice is sent by registered post to the recorded address in the agreement.
21. The lessee hereby covenants with the Lessor to give three months notice should they desire to vacate before the expiry of the period stated in the agreement(to be executed later with successful bidder).
22. The lessee shall not prevent the lessor from having access to the premises or inspection or any repair or any such contingencies.
23. The lessee shall be allowed to fix its board at the main gate of the demised premises with due permission from the lessor. The size of the board shall be finalised by the lessor .
24. The lessee paying the monthly rent fee hereby reserved, shall peacefully possess and enjoy the said premises as per the terms hereby granted.
25. The lessee shall deliver possession of the premises to the lessor in the same condition as given by the lessor at the termination of the lease.
26. The housekeeping and up keep of the premises is the sole responsibility of the lessee.
27. In case of default in payment of monthly rent for any reason whatsoever, an interest @19% p.a. shall be levied for default period. And if delay in payment exceeds 30 days the lessee shall be liable to vacate the premises within seven days against which the lessee shall not have any right to continue in the premises.
28. Watch and ward facility of the premises shall be provided by the lessor. However, the expenditure on deploying the watch and ward shall be borne by the lessee. In case of fire, disruption of Law and order, natural calamities like earthquake/floods, if any loss caused to the lessee, the lessor shall not be liable for any such loss.

29. The lessee shall execute a Lease Agreement with the lessor before taking possession of the premises and the expenses shall be borne by the lessee.

General Manager
NSIC-Technical Services Centre
Okhla Industrial Estate
New Delhi-110 020

SCHEDULE 'A'

I/We agree for hiring the covered furnished space (with false ceiling, carpeting & lighting without Air conditioner) measuring 3200 sq ft. (Approx. Sketch-I) at Ground floor of STP Extn. Building , for Office purpose at NTSC, Okhla on as is where is basis @Rs_____ (Rupees_____only) Per sq ft. per month.

SIGNATURE OF THE BIDDER WITH SEAL

SKETCH-I - GROUND
FLOOR OF STP EXTN.
BUILDING

